

BOARD OF ARCHITECTURAL REVIEW APPLICATION

Keep this sheet for your records.

Filing Deadline _____

Filing Fee _____

Board of Architectural Review Public Hearing Date:

at
7:30 PM, City Hall
301 King Street
City Council Chambers, 2nd Floor
Alexandria, Virginia 22313

NOTICE REQUIREMENTS REMINDER

Applicants must send written notice by first class U.S. mail to all abutting property owners at least 10 days prior to the Board of Architectural Review public hearing, and not more than 30 days prior to the hearing.

(See attached detailed instructions on "Notice Requirements for Board of Architectural Review".)

Send notices by mail between the dates of _____ and _____.

(See Board of Architectural Review Yearly Schedule for fees, hearing dates, filing deadlines, and notification dates.)

STAFF REPORTS

Staff reports outlining staff's recommendation to the Board for approval or denial of each case are available approximately 5 days prior to the hearing date. Applicants are encouraged to contact staff at (703) 838-4666 or access the city's website at <http://ci.alexandria.va.us> for a copy of the report.

AFTER THE HEARING

After final approval is granted, applicants should contact staff at (703) 838-4666 to pick up their approved stamped plans from the Department of Planning and Zoning at City Hall, Room 2100.

Most projects require building permits before construction can begin. Contact the Code Enforcement Bureau at (703) 838-4360 to determine if a building permit is needed.

**BOARD OF ARCHITECTURAL REVIEW
CITY OF ALEXANDRIA, VIRGINIA**

ADDRESS OF PROJECT: _____

APPLICATION FOR: *(Check one; each category requires a separate application)*

- ☐ CERTIFICATE OF APPROPRIATENESS
- ☐ PERMIT TO MOVE, REMOVE, CAPSULATE OR DEMOLISH
(Required if more than 25 square feet of a structure is to be demolished)
- ☐ WAIVER OF VISION CLEARANCE REQUIREMENT and/or
YARD REQUIREMENTS IN A VISION CLEARANCE AREA
Section 7-802, Alexandria 1992 Zoning Ordinance
- ☐ WAIVER OF ROOFTOP HVAC SCREENING REQUIREMENT
Section 6-403(B)(3), Alexandria 1992 Zoning Ordinance

APPLICANT: (Please Print)

Name: _____

Address: _____

Phone: _____

ARCHITECT/DESIGNER/CONTRACTOR:

Name: _____

Address: _____

Phone: _____

Alexandria Business License No. _____

LEGAL PROPERTY OWNER:

Name: _____

Address: _____

Phone: _____

Is there an historic preservation easement
on this property? Yes ☐ No ☐
If yes, has the easement holder agreed to
the proposed alterations? Yes ☐ No ☐

DESCRIBE THE REQUEST BRIEFLY:

NOTE: It is the policy of the Boards not to consider applications for certificates of appropriateness until other necessary city approvals have been received including zoning variances, special use permits, encroachments, vacations of land and compliance with the Alexandria Archaeological Protection Code.

REQUIRED APPLICATION SUPPORT MATERIALS: Required supporting materials for B.A.R. applications are set forth in the applicable section of the Design Guidelines. Twelve (12) copies of all required supporting material must be submitted at the time of application. Incomplete applications will be withdrawn from the docket by Staff.

The undersigned hereby attests that all of the information herein provided including the site plan, building elevations, prospective drawings of the project, and written descriptive information are true, correct and accurate. The undersigned further understands that, should such information be found incorrect, any action taken by the Board based on such information may be invalidated. The undersigned also hereby grants the City of Alexandria permission to post placard notice as required by Article XI, Division A, Section 11-301(B) of the 1992 Alexandria City Zoning Ordinance, on the property which is the subject of this application. The applicant, if other than the property owner, also attests that he/she has obtained permission from the property owner to make this application.

Signature: _____ Date: _____

Printed Name: _____

BOARD OF ARCHITECTURAL REVIEW APPLICATION FILING INSTRUCTIONS

Filing Deadlines

- Applications for the Board of Architectural Review (BAR) Old and Historic Alexandria District, Parker-Gray District, and 100-Year Old Buildings are due 30 days prior to the hearing date.
- A schedule of submission dates is maintained in the Department of Planning and Zoning and may be obtained by calling (703) 838-4666.
- All applications and fees are due by 5:00 p.m. on the day of the application filing deadline.

Application Support Materials

- Twelve (12) copies of application supporting materials are to be submitted with each application. Consult the Application Requirements section of the Design Guidelines to determine required application support materials.
- Plans, drawings, photos, or other materials must not exceed 24" x 36" and are to be folded in such a manner that the lower right corner of the plan is on top with the plan title in view. Rolled plans will not be accepted.
- Applications without the required supporting materials are deemed incomplete and will not be heard by the BAR.

Filing Fee

Applicants must submit a filing fee with each application. Checks should be made payable to the City of Alexandria.

Meeting Attendance

The applicant or an authorized representative must be present at the public hearing.

Issuance of Certificates of Appropriateness and Permits to Move, Remove, Capsulate or Demolish

Certificates of Appropriateness and Permits to Demolish approved by the BAR are available for pick-up by the applicant by 12:00 noon on the Friday following the public hearing at the Department of Planning and Zoning at City Hall, Room 2100.

Deferred Applications

An application may be deferred by staff for one or more of the following reasons: incomplete application including lack of supporting materials and improper adjoining property owner notice, non-compliance, or failure to meet submission deadline. Once an application has been deferred, staff will inform the applicant of requirements to resolve outstanding application issues. Staff-deferred applications will not be processed and can not be docketed for public hearing until all outstanding issues are resolved.

The Board may defer an application for restudy during a public hearing.

- Deferrals for restudy of large scale projects, building additions, and permits to move, remove, capsulate or demolish will be automatically deferred to the hearing one (1) month later. The deadline for submitting restudy supporting materials will be 14 days after the application is deferred.
 - Deferrals for restudy of all other applications are automatically deferred to the next hearing. The deadline for submitting restudy supporting materials will be the Tuesday one week prior to the next hearing date.
- For all applications, failure to submit restudy supporting materials by the deadlines indicated will result in an incomplete application and will be deferred by staff until the next submission deadline is met.

**FOR ASSISTANCE WITH ANY OF THESE PROCEDURES
CONTACT BAR STAFF AT (703) 838-4666.**

BOARD OF ARCHITECTURAL REVIEW APPLICATION NOTICE REQUIREMENTS

The law requires legal advertisements for each application heard before the Board of Architectural Review so that people interested or affected by the application have a chance to express their views.

IF INCORRECT NOTICE IS GIVEN, THE REQUEST CANNOT BE HEARD AND MUST BE DEFERRED UNTIL PROPER NOTICE IS MADE.

Three types of notice are required:

- The City publishes notice in the newspaper prior to the hearing.
- The City also posts the property with a sign prior to the hearing.
- The third type of notice is Written Notice and must be completed by the applicant.

FREQUENTLY ASKED QUESTIONS

What is written notice?

Written notice is a letter sent to the owners of those properties that abut the subject property. The notice describes the application before the City and gives the dates when public hearings on the application will take place.

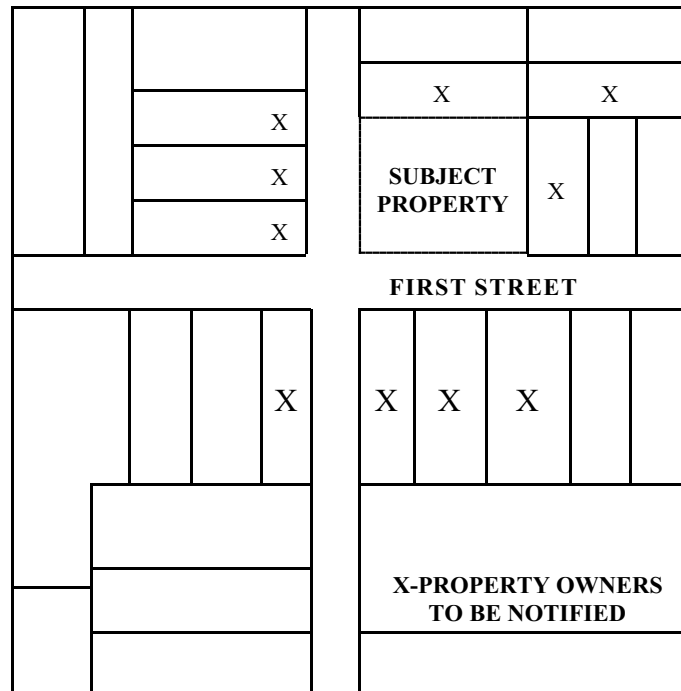
What form should I use for the written notice?

Using the attached form called **NOTICE OF PUBLIC HEARING**, fill in the blank spaces for the dates of the public hearings, the issue description, the property address and tax map number. The **Issue Description** section of the notice form describes the project the applicant is seeking approval for. Prior to mailing, date the form, sign it, and provide your telephone number so recipients of the notice may contact you with questions or concerns.

To whom must I send written notice?

Written notice must be sent to the owner of the property if the applicant is not the owner. In addition, written notice must be sent to the owner of each abutting property. An abutting property is one that touches the property in question as well as any property that directly faces (and, in the case of a corner lot, diagonally faces) the property in question.

Below is a sample sketch showing a hypothetical subject property and the property owners required by law to be notified. This is a sample only and is not to be used as a final authority when sending notice. If in doubt, it is advisable to provide notice to additional properties.



How do I determine the abutting properties?

Consult the tax maps in the Department of Planning and Zoning to determine the correct map, block and lot numbers of the abutting properties. Use that information to fill out the appropriate spaces on the attached **PROPERTY OWNERS LIST** form.

How do I find the name and address of the owners of those properties?

- Visit our City website at <http://ci.alexandria.va.us> and follow the link for City Services to Real Estate Assessments and perform a Real Estate Assessments Search for each property.

OR

- Contact the Office of Real Estate Assessments on the second floor of City Hall, 301 King Street, Room 2600 at (703) 838-4646.

For each search, look up the correct name and address of the property owner of each parcel you have listed on the Property Owners List in the official city records. Fill in that information on the same form under the **Abutting Property Owner's Name and Address** and **Tax Assessment Map Number** sections.

What do I do in the case of a condominium property?

Legal notice to an abutting property that is in condominium ownership may be provided in only one of two ways:

- By sending notice to each and every condominium unit owner

OR

- By sending notice to the president of the association of condominium owners.

In order to find out the proper name and address of the unit owners, you may use the records of the Office of Real Estate Assessments, as you would for any other owner of property. These records will provide the official name and address of each property owner. You may consult with the city's Department of Citizen Assistance for the name and address of the association president, but should also call the condominium association to confirm the information.

How must the notice be mailed?

A copy of the Notice of Public Hearing form must be mailed to each property owner listed on the Property Owners List (plus the owner of the property, if the applicant is not the owner). The notices must be sent by first class U.S. mail or they may be sent by certified or registered mail from the post office.

When must the notice be sent?

The notices must be sent to abutting property owners at least 10 days and not more than 30 days prior to the public hearing. Consult the BAR yearly schedule for notification deadline dates.

What documents must be submitted to show that I sent notice correctly?

After you have sent the notice letters, the following documents must be submitted to the Department of Planning and Zoning:

- The attached Certification of Notice form, correctly filled out. This form tells the City that you have sent the appropriate form to the correct list of owners and that you have sent it at the right time. You must sign this form.
- A copy of the Notice of Public Hearing form that you sent to property owners.
- A copy of the Property Owners List, filled in with the names and addresses of the properties to whom you have sent notice.

When must the above documents be submitted?

The above documents must be submitted to the Department of Planning and Zoning by 5:00 PM of the fifth day prior to the hearing date.

What if my case is deferred? Do I need to send notice for the next hearing?

No, but if a case is still pending 30 days after the previous hearing, the applicant must renotify abutting property owners.

**If you fail to send correct legal notice as described above,
the application will not be heard as scheduled and will be deferred
to the next scheduled hearing date or until proper notice can be sent.
If you have any questions about the notice process, contact BAR staff
in the Department of Planning and Zoning at (703) 838-4666 for assistance.**

NOTE: Applicant to return this copy 5 days prior to the hearing to: Department of Planning and Zoning
301 King Street, Room 2100.

CERTIFICATION OF NOTICE
BOARD OF ARCHITECTURAL REVIEW
CITY OF ALEXANDRIA, VIRGINIA

TO: DIRECTOR OF PLANNING & ZONING
CITY OF ALEXANDRIA, VIRGINIA

Article XI, Section 11-301(A)(3), of the 1992 Zoning Ordinance of the City of Alexandria, Virginia states:

At least five days prior to the hearing the applicant shall supply the director with a copy of the notice letter and the names of those persons to whom notice has been given and certify that notice has been mailed to those to whom notice is required to be given. The applicant shall use the records and maps maintained by the city office of real estate assessments to determine the proper recipients of notice and reliance upon such records shall constitute compliance with the requirements of this section. §11-301(A)(3).

THE UNDERSIGNED HEREBY CERTIFIES that the notice to adjoining property owners (copy attached), as required pursuant to Article XI, §11-301(A) of the 1992 Zoning Ordinance of the City of Alexandria, Virginia, was sent to the attached list of property owners concerning the following issue on (date) _____.

PROPERTY ADDRESS: _____

ISSUE DESCRIPTION: _____

Print Name

Signature

Telephone

Date

Required Attachments:

- (1) **PROPERTY OWNERS LIST**
- (2) **NOTICE OF PUBLIC HEARING**

NOTE: Applicant to return this copy 5 days prior to the hearing to: Department of Planning and Zoning
301 King Street, Room 2100.

PROPERTY OWNER LIST

SUBJECT ADDRESS _____

TAX ASSESSMENT MAP NUMBER _____

Adjoining property owner names and addresses can be obtained by visiting our City website at <http://ci.alexandria.va.us> and following the link for City Services to Real Estate Assessments, or by contacting the Office of Real Estate Assessments at City Hall, 301 King Street, Room 2600 or at (703) 838-4646.

ADJOINING PROPERTY OWNER
NAME & MAILING ADDRESS

TAX ASSESSMENT
MAP NUMBER _____

1	NAME ADDRESS	
2	NAME ADDRESS	
3	NAME ADDRESS	
4	NAME ADDRESS	
5	NAME ADDRESS	
6	NAME ADDRESS	
7	NAME ADDRESS	
8	NAME ADDRESS	

NOTE: Applicant to return this copy 5 days prior to the hearing to: Department of Planning and Zoning
301 King Street, Room 2100.

NOTICE OF PUBLIC HEARING

BOARD OF ARCHITECTURAL REVIEW CITY OF ALEXANDRIA, VIRGINIA

Dear Property Owner:

You are hereby notified of the following public hearing to be held on the issue described below by the Board of Architectural Review (check one):

- ☐ Old and Historic Alexandria District
- ☐ 100 Year Old Building (Heard before the Old and Historic Alexandria District)
- ☐ Parker-Gray Historic District

Date of Hearing: _____
7:30 P.M., City Hall
301 King Street
City Council Chambers, 2nd Floor
Alexandria, Virginia

ISSUE DESCRIPTION: _____

PROPERTY ADDRESS: _____

TAX ASSESSMENT MAP NUMBER: _____

As a citizen and party in interest, you are invited to attend these meetings and express your views concerning the above issue.

If you have any questions regarding the request you can reach me at _____.

Sincerely,

Applicant Signature

Applicant Printed Name

*Date Mailed: _____

*Applicant to mail this notice to adjoining and abutting property owners between 30-10 days prior to the hearing.